

Department of Conservation and Recreation

Camping Registration Clerk

Camping Reservation Clerks are responsible for maintaining the campsite reservation system and a variety of clerical duties at state parks and recreation campgrounds and will be assigned to the park headquarters or the visitor contact station.

Under the direct supervision of the facility supervisor and/or designee, the following are some anticipated duties and responsibilities of the Clerk II.

- Accepts reservations by phone, mail, or in person and enters the reservations into a computerized reservation management system utilizing a personal computer and Reserve America software.
- Confirms reservation by accepting necessary fees, completing the required forms and notifying recipient through the mail.
- Operates the camper registration process for individuals reserving sites through the camper reservation system. Includes the acceptance of camping fees, issuing receipts, and crediting individual reservation accounts.
- Tracks cash receipts and reports on deposits resulting from reservations.
- Responsible for the daily back-up of the camper registration system.
- Responsible for the daily reconciliation of receipts generated from the camping reservation system and the depositing of funds.
- Prepares reports generated by the Reserve America; and other duties as required.

Preferred Qualifications:

Ability to become sufficiently familiar with camping, the campground, and the reservable campsites within the park to make appropriate decisions concerning placement of reservations according to equipment types and customer needs.

Ability to communicate effectively in writing and in person as each reservation requires both phone and written communications.

Ability to maintain accurate records.

Ability to perform mathematical calculations with accuracy.

Previous computer experience preferred.

Knowledge of clerical office practices and procedures including office record keeping, office correspondence control, the types and uses of office equipment and supplies and business letter preparation.

An application must be completed prior to interview. The Department of Conservation and Recreation will fill vacancies from the NAGE statewide recall rosters prior to hiring any external applicants for vacant eligible positions.

DCR is committed to Affirmative Action: People of color, women, veterans and Physically challenged are encouraged to apply.